

## Dear Colleague Letter –Division Director, Division of Chemistry (CHE) Employment Opportunity

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DATE: February 19, 2015

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Division Director, Division of Chemistry (CHE). Appointment to this Senior Executive Service position may be on a career basis, or on a one- to three-year limited-term basis, with a salary range of \$158,700-\$178,000. Alternatively, the incumbent may be assigned under the Intergovernmental Personnel Act (IPA) provisions<sup>1</sup>.

The mission of the NSF Division of Chemistry (CHE) is to support innovative research in chemical sciences, integrated with education, through strategic investment in developing a globally engaged U.S. chemistry workforce reflecting the diversity of America. CHE manages programs with a total annual budget of over \$230 million. These programs support research and education that expand the knowledge base of the science of chemistry through single investigator and collaborative research.

The Division Director leads a team of program officers in managing a broad portfolio of investments in research and education in the chemical sciences. The incumbent has managerial and oversight responsibilities for the effective use of division staff and resources in meeting organizational goals and objectives. This includes directing the activities of the Division, assessing the needs and trends in research and education related to the Division's programs, implementing overall strategic planning, and policy setting. The Director supervises and provides leadership and guidance to Senior Executive level CHE staff, program officers, and administrative and support personnel. The Director determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. The Director fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, and the academic community.

The successful candidate will possess an established record of significant achievement in research administration as well as leadership responsibility in academe, industry, or government. In addition to having a strong record of research and education accomplishments within his or her technical communities, the Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people, be an effective communicator, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels.

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<sup>1</sup> **Intergovernmental Personnel Act (IPA) Assignment:** This position may be filled under provisions of the Intergovernmental Personnel Act (IPA). Individuals eligible for an IPA assignment with a Federal agency include employees of state and local government agencies, institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period of up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits. Further information regarding IPA positions is available at [http://www.nsf.gov/about/career\\_opps/rotators/ipa.jsp](http://www.nsf.gov/about/career_opps/rotators/ipa.jsp).

## QUALIFICATION REQUIREMENTS

### EXECUTIVE/MANAGERIAL

#### Essential

1. **Leading Change.** Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **Leading People.** Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results-Driven Leadership.** Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen.** Demonstrated ability to manage human, financial, and information resources strategically.
5. **Building Coalitions.** Demonstrated ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector I organizations, foreign governments, or international organizations to achieve common goals.

### PROFESSIONAL/TECHNICAL

#### Essential

1. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience in chemistry or a closely related field.
2. Substantial research contributions and strong evidence of scholarship in areas related to chemistry as evidenced by publications, innovative leadership in research administration, and professional leadership and awards in these technical areas.
3. Skill in balancing complex and diverse program demands and available resources in response to major advances or changing needs of science and engineering research and technology, and demonstrated ability to exercise sound professional judgment in recommending the initiation of research in the field of chemistry or a closely related field.
4. Broad understanding of universities and other institutions where research and education in science and engineering is conducted including knowledge of grant administration and fiscal management with experience in chemistry research support.

Applications will be accepted from US Citizens. Recent changes in Federal Appropriations Law require Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizenship Affidavit](#) to their application. Non-citizens who do not provide the affidavit at the time of application will be considered as an IPA only.

**Application Instructions:** You may view the vacancy announcement (CHE-2015-0001) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/395069700>. Please submit a current CV accompanied by a cover letter or supplemental statement that addresses the qualification requirements

of the position. Applications should be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address:

National Science Foundation  
Executive Personnel and Visiting Personnel Branch  
Division of Human Resource Management  
4201 Wilson Boulevard Room 315 – CHE-2014-0002  
Arlington, VA 22230  
ATTN: Krystal Mendenhall  
(703)292-8267

General inquiries should be directed to:

Dr. Celeste M. Rohlfing  
Search Committee Coordinator  
(703) 292-8800  
[crohlfing@nsf.gov](mailto:crohlfing@nsf.gov)

Sincerely,  
Celeste M. Rohlfing  
Search Committee Coordinator

**NSF is an equal opportunity employer committed to employing a highly qualified staff that reflects the diversity of our nation.**